

000025984



## INTEROFFICE CORRESPONDENCE

DATE: August 30, 1994  
TO: W. S. Busby, Operable Unit (OU) 2, Building 080, X8522  
FROM: B. A. Montano, <sup>BAM</sup>Sample Management, Building 080, X8596  
SUBJECT: CHAIN-OF-CUSTODY RETURN ENVELOPES - BAM-096-94  
DOE Order: 4700.1

The Sample Management Office is initiating a mandatory practice of including self-addressed, postage-paid return envelopes with all off-site shipping papers. This new procedure will facilitate the prompt return to EG&G Rocky Flats, Inc. of laboratory-signed, Chain-of-Custody (COC) forms.

The return envelopes can be obtained by calling Mark Bogner at extension 8719. Mark will issue them on a sampling need basis. The EG&G Contract Technical Representatives (CTR) for the sampling subcontractors (listed below) have been informed in writing of this new process.

CTR

C. J. Dodge & M. Z. Litaor  
S. H. Singer & A. K. Schiechem  
R. G. Smith & S. H. Hollowell  
S. Barros

Sampling Subcontractor

Stoller  
Golder Associates  
ASI  
Jacobs Engineering

The field operations procedure, 4-B35-ER-OPS-FO.13 "Containerization, Preserving, Handling, and Shipping of Samples", will be updated to reflect this additional requirement.

If you have any questions, please call me at extension 8596.

bam

cc:

K. Bentzen  
C. E. Daily  
J. R. Dick  
ERPD Project File (2)

**ADMIN RECCRD**

SW-A-003542